

Full Governing Body Meeting (FGB)

17th May 2017		6.30 pm to 9.00pm	Bilton CE Junior School
Attendees (9)	Kate Browning (Co- Chair – Co-opted governor) Paul Kirkaldy (Co- Chair & Parent governor) – Health & Safety Governor Alex Norton (Head Teacher) Kerry Nessling (Co-opted governor) – Safeguarding Governor Kate Webb (Deputy Headteacher - Co-opted governor) Alex Watkins (Parent governor) Beth Gale (Staff governor – Observer) Asitha Hingulage (Parent governor) – Pupil Premium Governor Claire Baldock (Parent governor)		
Apologies (2)	Paul McChleery (Co-opted governor) Reverend Tim Cockell (Foundation governor)		
Minutes / Note taker	Natasha Strefford		
Additional (2)	<u>Vacancies</u> LA Governor Foundation Governor		

1. Opening Prayer

Meeting started with a prayer by Alex Norton.
 Special thoughts are with a year 6 pupil who is currently in hospital.

Welcome and Apologies

Apologies were received and accepted from Tim and Paul McC.

2. Business & Pecuniary Interests

No business or pecuniary interests declared on the night's agenda.

3. Minutes from last meeting

Minutes from the 25th January 2017 were a true reflection of the meeting and were signed by the Co-Chair Mr. Kirkaldy.

4. Matters Arising

Review of the actions from the meeting on the 25th January 2017.

- Staff can observe at FGB meetings, we should encourage all new staff to attend as part of their induction.
- Reminder for all to sign up to the school bulletin via the schools website

- Pupil Premium course – no specific courses – Action for Clerk to enquire to governor services to see if they could do a specific course for us
- Head teacher and Alex W to meet re governor data dash board and how to get the targets shown
- Monitoring visits – useful to have dates a little further in advance to encourage more governor attendance
- Governor Hub through the LA – the clerk advised on the cost, will only work if all governors use. Continue with email communication
- Emergency plans – H&S governor has seen the plans, Chair of governors / Head and Deputy should keep a hard copy at home.

5. Head Teacher's Report

All governors received the Head Teacher report in advance of the meeting, discussions around the report.

The head teacher explained how important it is for Year 6 pupils to make better attainment than last year. **Governor asked whether more children are likely to be meeting the expected standard for the year group and it was confirmed they are.**

Support for Pupil Premium has more academic focus this year. An example of Children's University was given; the initiative has not really taken off for PP children and will be dropped next year as it has proved relatively high cost but minimal impact. **Governor asked why and whether it was communication**, it was explained that PP children had been offered much in terms of the extra-curriculum activities but with limited take up.

Year 5 were highlighted as being the weak year but all the quality 1st teaching and interventions put in place are having a slow and steady impact.

Alex W arrived at the meeting 7pm.

Governor pointed out that Year 5 is high in PP and SEND but looking at the data it's the whole cohort. Late joiners into the school were discussed.

Action: For Year 5 separate out mid-year joiners to assist in adding context to the data.

The head teacher explained that pupil behaviour is logged on the behaviour monitoring system and an improvement has been made, for example the 1st term there were 32 behavioural incidents logged for year 5, where the next term there were 12. Be good to show for accountability and it forms part of the evidence that strategies to address concerns relating to has had an impact.

All books are being kept for year 5 to ensure we are able to monitor and evaluate progress over time. The transition for year 5 is taking place during the summer term so the pupils get to know the year 6 teachers and vice versa.

Questions were asked how SATS English scores were combined, it was mentioned that spelling were hard in the SATS.

Want to be a dyslexia friendly school; we put many things in place in terms of books and resources.

Looking at attendance governor asked what the 0.36% of unauthorised absence equated to, how many sessions? It was agreed it's not a significant amount and it was explained how hard the home school support worker works on this.

Governor asked what a priority family was – it was explained it's a name given for outside support.

Action: Identify PP and SEND pupils within any reported exclusion data.

Governor asked if the exclusion sessions are sequential, no they are not, they are all separate – it was then asked if they are the same pupils and if so governors would like to know why the exclusions are happening on more than one occasion. They are not repeat pupils. None of the exclusions are PP or SEND, governor reiterated that it's the repeat occurrences that are a problem – at what point should things be put in place, and the head teacher explained that re integration meetings take place and lots of strategies to stop it happening again are used.

No Outsiders – has had a positive impact on the school and the school community, governor asked if there had been any negatives? No

Health & Safety / 1st Aid – accidents have reduced particularly since the resurfacing of the playground and also staff have had training on what should be recorded.

Pupil Premium

Discussions around PP and the current funding allocation. The deputy is monitoring impact all the time, although some impact is not always instantly visibly. Pupil and Teacher voice is also used.

Governor asked questions re how many children are assessing the homework club (20 PP children) and wave boarding (17 PP children).

Governor asked why Deputy was being funded from PP for monitoring behaviour intervention. It was explained that this came about after Richard Sutton, the LA PP Advisor did a review on the schools PP. It is over and above, and specific for the PP children – it does have a positive impact on behaviour.

Action: SBM to find original report from Richard Sutton to show the suggestion of the deputy's time allocation for behaviour monitoring

Interventions for PP were discussed; governors asked if accelerated progress can be seen from the interventions? The school confirmed you could see accelerated progress and the specialist teaching is working e.g. additional targeted teaching from and outstanding local secondary school English teacher.

The head teacher explained that we do get value for money in terms of outside support brought in for PP children. Discussions were had on accelerated learning for PP and the number of pupils shown on the data and whether we need to use the same terminology as what we use throughout the school.

Governor asked how the rest of the PP funding is assigned, we have the detail on the school website and governors were advised that in the next Learning & Standards Meeting (July 2017) that the focus will be on PP.

Data Dashboards

Governors discussed how much data/ detail is in the head teachers report and whether more headlines were needed. It was suggested that an executive summary with the top 5 points was put at the top which then sign posted governors to key areas. The general conclusion was that governors just need to read the whole report and if the report is colour coded i.e. green for areas of particular success and red for areas for concern needing discussion it will help draw your attention to it.

A governor mentioned that it should be the Learning & standards Committee responsibility to report the data back to the FGB. The head teacher explained that the head teacher report does take a long time to compile. It was asked if it was necessary, the head teacher explained it's a useful document for her and how important it is for everyone to understand. A governor asked if it was sufficient use of the head teacher's time – yes she believes it is and therefore governors agreed the report should continue. It's very important as it gives a clear view on where the school is at.

The governing board is still evolving and the level of challenge is increasing, all agree the meeting shouldn't be about going through the report on a line by line basis. Governors need to have the challenge/ questions ready for the meeting and to that end all governors need to read it prior to the meeting. The head teacher welcomes the level of challenge from the governors.

Action: Kate B and Alex N to see if they can fine tune the report to work in a smarter way. Headlines or summary of the data presented in L&S is included in the head teachers report.

Learning Improvement Plan progress discussed

Effectiveness of Leadership and Management - It was asked how close the school were in meeting the priority areas? It's very important as it gives a clear view on where the school is at. Its lifted from the SEF and then coloured based on where the school is in terms of meeting the success criteria in the school improvement plan.

Although it is a lot of detail it does give governors a very clear picture on whether the school are going to meet their priorities. Governor's responsibility to read in advance and have any questions ready for discussion.

Action: Highlight green if achieved and red if still working on it

The LIP progress should be discussed in every FGB it's very important, the head teacher finds it very useful. It demonstrates that we are a good school, any weaknesses are being addressed. There are some amazing achievements in the LIP.

The head teacher brought governor's attention to the pressure some staff are feeling; the large class sizes are having an impact. Governors all feel that the governing board must take action; governor asked if staff have been on wellbeing days and what surveys have been done? Governors also asked if there were any other contributing factors to the way the staff are feeling. Marking was highlighted as an issue, the school advised a marking working group had been set up and the marking policy was being reviewed.

Governor asked if it is wider school or just specific staff? Whole school feeling the pressure, it was asked whether the Co-Chair of Governors need to speak with staff to see what can be done. Alex to let staff know that governors are concerned and whether staff would feel comfortable talking to governors about it.

The head teacher explained that on the agenda in every staff meeting were H&S, Wellbeing and Safeguarding. SLT also discuss in terms of specific staff members and support where necessary.

Governor asked if members of staff know that the school can offer outside support – yes they do.

Governors mentioned that performance management is crucial, especially for teachers on the Upper Pay Scale that may want to give up their threshold payments.

Action: Agreed in the 1st instance a staff wellbeing survey needs to be completed – Alex N to send to staff and feedback results to governors. Ask staff what they would like to happen in terms of talking to governors

The head teacher advised Hayley McDonna from the LA came out to do task meeting, this was required due to being placed in category C based on the previous year's SATS data. She was happy with the LIP and the focus of the school and said we do not need a follow up meeting.

A governor asked why the HT report shows two requires improvement teachers, the head explained that after triangulation the issue has been addressed and the teachers are all considered good.

Strategic Aims

Head teacher and Co-Chair governors initially met to review our strategic aims to ensure they were taking in the views of the wider stakeholder community including parents, pupils, feeder infants, local secondary and the church community. Three key questions were asked based on the schools strapline.

The feedback was collated

Governor asked what the response was like, they were pleased with the response as they were really thought about but did not specifically count the number of responses in total.

The feedback was collated and the theme that ran through all the responses was then the basis to form the strategic aims. It's what the governing board want to achieve over the next 3 years for our children. The LIP priorities will stem from the strategic aims.

It was explained by the Chair of governors that the ethos of the school sits around the strategic aims us, and then we have where we want to get to as being proposed now under the strategic aims and then the LIP is how we will get there in more detail year in year. The governing board need to ensure we are working towards these.

Discussions were had around the strategic aims and some slight word changes were made. All the governors were in agreement of the amendments.

Action: Thanks to the school community for helping in setting the strategic aims, we need to get the aims published

6. Governor Action Plan 2017-18

Reminder to all governors to ensure their skills audit form have been completed and handed back to Kate B or the clerk.

Action: All complete skills audit questionnaire

Discussions were had around the action points:

- 360 degree completion – change the date to June 2018; also a tool is needed for staff.
- Abbots Farm – Alex N to make links with outstanding governing body to support our continued development to be even more effective

The need for a specific pay committee/ panel was discussed rather than subsume this for the Finance Committee. The suggestion was put forward to the FGB that the members would be the non- staff members of the finance committee – all in agreement.

Action: SBM to send pay policy to the Pay Committee

Appendix 9

7. Safeguarding Report

Update given by the safeguarding governor Mrs. Nessling, Mrs. Nessling visited school in April she gave the governing board highlights of her visit – nothing of concern to bring to the governors attention.

Action: Site safety walk with H&S Governor, SBH and Head teacher

8. Learning & Standards Committee Report

The Chair of the L&S Committee advised that the Assistant Heads attend the L&S meeting to present their year group data.

The headlines shared with the FGB were:

Year 3

Attainment continuing to improve well across RWM and GPS

Progress R, W, GPS looking good. Maths lagging behind but Year group lead assured us that in focusing on a Mastery Curriculum, this was expected at this point in the year. End of year progress should be fine.

PP: GPS progress are to focus on; reading looking very good

Year 4

Attainment continuing to improve well across RWM and GPS – particularly reading and writing

Progress Reading good; Maths progress continues to be a focus

PP: GPS progress to focus on and Maths

Year 5 – This cohort is the one to watch particularly at the moment

Attainment continuing to improve well across RWM and GPS across all groups

Progress: R W and GPS improving but needs acceleration – maths is a particular area to focus on

PP: good progress in maths

Lots of additional support and intervening happening in this cohort (see HT report)

Year 6

Attainment: good increases across all areas particularly maths. Looking like at least 80%

expected or above at the moment across all areas for whole cohort

PP continuing to be focused on.

9. Finance Committee Report

The Chair of the Finance Committee advised governors the budget had been submitted and signed off as discussed in the additional FGB meeting.

The committee met in May but as it's so early on in the financial year there is nothing significant to report. He advised governors the accounts are available for review should anyone wish to see them.

10. Class Size Issue

This needs a separate committee to feed back to the FGB. Governors understood that the size of classes is felt to be an area which may be holding back the schools progress.

Action: Benchmark class sizes

Action: SBM and Mr. Kirkaldy to work out the financial impact of reducing the schools PAN number

11. Pay Committee – agreed as per above

12. AOB

Patch meeting – a rota system needed for governors to attend

The head teacher passed on her thanks to governors for all their support and challenge.

Date of next meeting Tuesday 18th July 2017 at 6.30pm

Bilton C of E Junior School

Full Governing Body 17/05/2017

Summary of Actions:

No.	Action	Assigned to
1	Follow up on the Foundation and Local Authority Vacancy – B/F from Jan 17	Tim / Clerk
2	Could all staff be offered an observer status on the governing board – B/F from Jan 17	Clerk
3	Asitha to attend a Pupil Premium Governor Course – Clerk to investigate – B/F from Jan 17	Clerk
4	Rant & Rave – to get level of feedback, e.g. 1 st term, lunchtimes (scores out of 10) – B/F from Jan 17	Alex N
5	Head teacher and Alex W to meet re data dash board and how to get the targets shown	Alex N / Alex W
6	Soft Federation and Hard Federation – what is the difference	Clerk
7	Emergency Plans – Head, Chairs and Deputy need to have a copy at home	SBM
8	Year 5 Data – distinguish mid- year joiners to the school	Alex N
9	PP and SEND exclusions – more detail needed – identify exclusions into groups	Alex N
10	PP – Share original report from Richard Sutton re PP findings in light of deputy assigning behaviour monitoring time to PP	Kate W
11	Head teacher report – is there a smarter way to feed back to GB, Alex N and Kate B to review to see if it can be fine tuned.	Alex N / Kate B
12	Head teacher report – highlight green if achieved, red if still working on it	Alex N
13	Compile a staff survey on wellbeing and pressures	Alex N
14	Skills audit – reminder to all to complete and give it back	All
15	Strategic Aims – thanks to the school community and share the revised aims	Alex N
16	360 degree toolkit for governors and staff	SBM
17	Alex to get in touch with Abbots Farm re development links with an outstanding governing body	Alex N
18	Colour code SEF and LIP	Alex N
19	Pay Policy – send to Pay committee	SBM
20	Site Safety walk – H&S governor to attend school, walk with children	SBM
21	Benchmark class sizes	
22	Chair of Finance Committee and SBM to calculate impact of PAN reduction	SBM/ Paul K
23	Patch Meeting – Rota for Governs to attend	Clerk
24	Next FGB meeting Tuesday 18th July 2017 at 6.30pm	

